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IN REPLY PLEASE REFER TO:  
19:CPO/325

December 10, 2019

TO: Interested Parties

FROM: Rick T. Sogawa   
Procurement Officer

SUBJECT: Request for Proposals No. CO-2019-30, Addendum No. 10  
Various Consulting Services

This Addendum No. 10 is to: 1) amend the RFP; 2) provide additional responses to written questions received up until November 7, 2019; and 3) provide additional information as follows:

**Part I – Amendments to the RFP:**

1. Subparagraph j issued under Addendum No. 9 dated December 6, 2019, related to the scope requirements for Section 8 PBCA services is hereby amended as follows:

"j) The Successful Offeror is responsible in preparing and issuing the IRS ~~1009~~  
**1099 Misc Income** forms to the property owners."

2. A new subparagraph 3) is hereby added to the Section 5.a) Compensation for Section 8 performance-based contract administration services on page 45 of the RFP as follows:

"3) During the 90-day transition period, compensation to the Successful Offeror shall be earned monthly based on a percentage of the accepted Section 8 PBCA Fee/rate of the HPHA Base Fee commensurate to the percentage of work performed as determined by the HPHA. The Successful Offeror shall earn 100 percent (100%) of the accepted Section 8 PBCA Fee/rate as accepted in the price proposal starting day 91."

3. All other terms and conditions of the RFP, as previously amended, shall remain the same.

**Part II – Response to Written Questions:**

**A. Quality Control Service Review of Tenant Income Recertification Files**

Question 1. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. What is your PIC delinquency percentage?

Response: Current data is not available.

Question 2. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. How many tax credit units do you have?

Response: The HPHA does not have tax credit units.

Question 3. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. When was your last HUD audit? Were there any findings? If so, what were they?

Response: The last HUD audit was conducted on October 24, 2016. There were four findings as it relates to public housing, all of which have been resolved as demonstrated by the HPHA's clean audit in 2017 and 2018 through it's independent third party audit.

Question 4. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. When were your ACOP last updated?

Response: The ACOP was last updated on April 13, 2017.

Question 5. Section 2: Scope of Work. IV.A.2. Quality Control Service Review of Tenant Income Recertification Files. How is your staff trained? Have they been certified by a third party trainer? If so, what certification program?

Response: Yes, staff are trained and certified by an independent third party on rent calculations.

**Question 6.** How does HPHA's "state low-income" PH program differ from federal PH?

**Response:** The State of Hawaii has two public housing programs which includes 1) State-Aided Family Public Housing Projects and 2) State-Aided Elderly Public Housing Projects. The State public housing programs has an asset limitation for admission to the projects and an asset limitation for continued occupancy in the projects. The determination of income also differs from the federal PH program. Refer to Chapter 3-186, State-Aided Elderly Public Housing Projects, Hawaii Administrative Rules at <http://www.hpha.hawaii.gov/documents/15-186.pdf> and Chapter 15-193, State-Aided Family Public Housing Projects, Hawaii Administrative Rules at <http://www.hpha.hawaii.gov/documents/15-193.pdf>

**B. Section 8 Performance-Based Contract Administration (PBCA)**

**Question 7.** The RFP states that all travel costs will be the responsibility of the contractor. With PBCA work, we know that HUD allows the PBCA to submit a contingency fee per MOR. Will the contractor be able to claim this reimbursement?

**Response:** This decision would be determined based on the best interest for the HPHA.

**Part III – Additional Information:**

1. Additional information is hereby provided for the HPHAs ACC contract to include the primary ACC signed in 2011 and all subsequent ACC extensions. Please see attached Exhibit 1.
2. Additional information is hereby provided for the HPHA Section 8 PBCA program as follows:

Description	October 2019	November 2019
Number of Units	2996	2996
Average FMR	\$1,807.26	\$1,807.26
Maximum Basic Fee Possible	\$112,787.23	\$112,787.23

For November 2019, the maximum fee calculation is as follows:

FMR Area	FMR	No. of Contracts	No. of Units	Max IBPS Fee Per Unit 1.9% of FMR	Max Total IBPS Fee for FMR Area (FMR*# Units*1.9%)
Urban Honolulu	\$2,160	33	1,985	\$41.04	\$81,464.40
Hawaii County	\$1,429	12	429	\$27.15	\$11,647.35
Kahului- Wailuku- Lahaina	\$1,759	12	485	\$33.42	\$16,208.70
Kauai County	\$1,881	3	97	\$35.75	\$3,466.78
Total		60	2,996		\$112,787.23

Please contact Ms. Tammie Wong, RFP Coordinator, at (808) 832-6071 should you have any questions. Thank you.

